



**BUSINESS
PROFESSIONALS
of AMERICA**
Giving Purpose to Potential

HUMAN RESOURCE MANAGEMENT (535)

REGIONAL 2026

PRELIMINARY

Judge Key

Preparation Time: 20 minutes

DESCRIPTION:

Assess interpretation of personnel policies and knowledge of human resource management.

REGIONAL PRELIMINARY SCENARIO:

Lily, an administrative assistant in the Marketing Department at Digital Solutions (a medium-sized technology firm that develops and sells software, hardware, and services), has been spending excessive time on her personal phone during work hours. She frequently texts or talks on the phone about non-work-related matters, often spending long periods away from her desk. Despite being reminded by her department manager about the importance of focusing on work, Lily's productivity has declined. Her behavior is starting to negatively affect her team's performance, and HR has received complaints from colleagues who are concerned about the impact on team efficiency.

As the Human Resources Manager, how would you handle this situation? In your solution, include recommendations using your *Human Resources Manual* as a guide.

EVENT GUIDELINES

1. Prep Room Details

- As a team of judges, create two to three questions to ask at the end of each presentation. *Make sure to ask the same questions to every team.* See potential judge questions below.
- The contestants will be given a human resource management scenario. The scenario may deal with office situations, workplace issues, legal matters, etc.
- The contestants will be provided twenty (20) minutes to develop the topic. Notes will be made on the three (3) note cards provided by the event proctor. No advisor contact will be allowed between the time of receiving the topic and the delivery.
- Only the three (3) note cards from the preparation room can be used in the presentation. *Human Resources Manual* may not be used during the presentation.

2. Presentation Details

- Contestants will be introduced by Contestant ID. **Contestants may continue to wear their name badges.**
- Contestants will present before a panel of judges and timekeeper.
- The length of the event will be no less than three (3) minutes and no more than five (5) minutes.
- The contestant will be given warnings via flash cards when there are two (2) minutes remaining and when there is one (1) minute remaining during the speaking time.
- The speech will be stopped at five (5) minutes.

3. Judge Details

- Contestants should be dismissed after the judges' questions are finished.
- **There can be no ties between the top ten (10) contestants.** It is the responsibility of the judges to break any ties.
- The administrator will fill out the ranking sheet prior to dismissing the judges.
- If more than one (1) section is necessary, finalists will be determined by selecting an equal number from each section.

- Give the administrator all Judges' Rating Sheets, Judge Evaluation Sheets, and contest materials.
- No audience is allowed in the contest room.

SOLUTION—Topics may be found in the [*Human Resources Manual*](#):

- What Digital Solutions Expects From You – Page 8
- Work Schedule – Page 19
- Open Communication Policy – Page 9
- Standards of Conduct – Page 12
- Disciplinary Actions – Page 13
- Computers, Electronic Mail, and Voice Mail Usage Policy – Page 16

POTENTIAL JUDGES QUESTIONS

1. How have Lily's actions affected her team?
2. Why is it important for Lily to manage her time effectively during work hours?
3. What could happen if Lily's behavior continues without being addressed?
4. How could HR help Lily improve her work performance and reduce distractions?

FINAL STEPS

Double-check and verify all scores.